

Process for Interim Reports

(Last Revised 6/6/2025)

Interim reports are follow-up reports submitted to the Graduate School in the intervening years between a unit's full academic unit reviews. These reports are focused on a few key challenges identified by the review committee or the Graduate School Council during the unit's most recent full academic unit review.

Initiation of the Review

At the start of the academic year the interim report is scheduled to be due, the Graduate School Office of Academic Affairs will notify the academic unit leadership and chief academic officer (Dean or Vice Chancellor for Academic Affairs) with oversight of the unit of the impending due date.

Submission of the Interim Report

The unit leadership will develop an interim report in accordance with the specified recommendations in the final letter from the previously completed full review. Interim reports are typically due to the Graduate School in winter quarter.

Graduate School Council Consideration of the Report

The Graduate School Council will be briefed on the interim report and discuss as needed in one of its scheduled meetings in spring quarter. The Council will make a recommendation to the Dean of the Graduate School as to whether any further information or action is needed from the unit.

Summary and Final Recommendations

The Office of Academic Affairs will distribute a memo from the Dean of the Graduate School to the unit leadership and the respective chief academic officer containing final recommendations and whether any further information or action is needed from the unit. If no further action is needed, the next full review of the unit will take place as previously scheduled.

Academic Unit Review Archive

Upon conclusion, the Office of Academic Affairs will upload the interim report and the response from the Graduate School to its unit review archive.